



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



07 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement and Presentation of Coins, USA Civilian Human Resource Agency (USA CHRA) Guidance Memorandum Number 15-04

Purpose: This memorandum transmits guidance applicable to all members of the USA CHRA agency for procurement and presentation of coins as a recognition device.

References:

1. Army Regulation 672-20, Incentive Awards.
2. Department of the Army Pamphlet 672-20, Incentive Awards Handbook.
3. Army Regulation 600-8-22, Military Awards.
4. Army Regulation 215-1 Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
5. Army Regulation 37-47, Representation Funds of the Secretary of the Army.
6. Section 4503, Title 5, United States Code (5 USC 4503).
7. Section 1125, Title 10, United States Code (10 USC 1125).
8. DA Memo 600-70, dated 11 February 2004, Subject: Procurement of Coins by Headquarters Department of the Army Principal Officials.

Responsibilities:

1. USA CHRA Director:
 - a. Procure coins.
 - b. Establish a standard protocol with respect to who is authorized to present coins on his/her behalf.
 - c. Establish a method for maintaining a record of fiscal year expenditures for coins purchased.
 - d. Distribute coins to those whom have been delegated the authority to present coins on the Director's behalf.
 - e. Provide policy, guidance, leadership, direction, and supervision over the execution of the Army's policy on procurement and presentation of coins.
2. USA CHRA Regional Directors:
 - a. Provide regional policy, guidance, leadership, direction, and supervision over the execution of the Army's policy on procurement and presentation of coins.
 - b. Establish a Regional SOP IAW the Army's policy on procurement and presentation of coins.
 - c. Account for all coins presented.
 - d. Provide accounting to USA CHRA Field Resources Office quarterly (due by the third business day after the end of each quarter).

SUBJECT: Procurement and Presentation of Coins, USA Civilian Human Resource Agency (USA CHRA) Guidance Memorandum Number 15-04

3. USA CHRA Field Resources Office:
 - a. Establish and update the USA CHRA SOP on Procurement and Presentation of Coins.
 - b. Establish an accounting report format and due date. The report is to include the presenter's name and the purpose for which each coin was presented.
 - c. Provide consolidated accounting report to USA CHRA Director quarterly.

Policy:

1. *General.* Coins are intended for use as a tool by HQDA principals to provide tangible, honorary recognition to HQDA and other DOD personnel for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army's mission. Coins for this purpose may be procured with the operating accounts of an HQDA agency.

2. *Procurement authority.* This policy does not address the presentation of coins that have been procured by private organizations, nonappropriated funds (see AR 215-1), official representation funds (see AR 37-47), or personal funds.

a. Coins may be procured with operating funds and presented pursuant to the following authorities:

(1) Recognition for accomplishments, award of trophies (10 USC 1125).

(2) Agency Awards (5 USC 4503).

b. Only the Director of USA CHRA is authorized to purchase coins with appropriated funds.

c. Coin procurement authority will not be further delegated.

3. *Limitations on purchase authority.* With exception of the Secretary of the Army, Chief of Staff of the Army, and the Sergeant Major of the Army, the AASA must approve any coin acquisitions in excess of \$5,000 in any one fiscal year.

4. *Presenting coins.* The USA CHRA Director will establish a standard protocol with respect to who is authorized to present coins on his/her behalf. The USA CHRA Director will establish a method for maintaining a record of fiscal year expenditures for coins purchased.

a. Coins may be presented to DOD personnel for the following purposes:

(1) To recognize excellence in an Army competition or similar activity (in accordance with AR 600-8-22 and AR 672-20).

(2) To recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army's mission (in accordance with AR 600-8-22 and AR 672-20).

b. Coins purchased with appropriated funds shall not be presented to contractor personnel.

SUBJECT: Procurement and Presentation of Coins, USA Civilian Human Resource Agency
(USA CHRA) Guidance Memorandum Number 15-04

Point of contact at USA CHRA is the Chief, Field Resources Office at (410)
306-1708 DSN 458-1708.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



Michael L. Vajda
Director, Civilian Personnel Operations
Center Management Agency

DISTRIBUTION:
All Regional HR Directors
All CPOC Directors
All CPAC Directors

Copy Furnished:
CPOCMA RMD

VALID UNTIL SUPERCEDED OR RESCINDED